

**Position Requirements Document Cover Sheet****Position Number: 13828****Classification: PEO Strategic Integrator, NH-0301-IV****Local Title:****Employing Office Location: Orlando, FL****Duty Station: Orlando, FL****Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)****1<sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)****2<sup>nd</sup> Div: Program Executive Office****3<sup>rd</sup> Div:****4<sup>th</sup> Div:**

**Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.**

**Immediate Supervisor: Robert L. Reyenga****Title: Business Operations Executive****Signature: //S//****Date: 19 July 2005****Higher Supervisor or Manager:****Title:****Signature: //S//****Date: 20 July 2005**

**Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.**

**Classification Official: Michael Lozano****Title: Human Resource Specialist, NAVAIR HRO****Signature: //S//****Date: 20 July 2005****FLSA: Exempt****Drug Test: No****Key Position:****Sensitivity: NCS****Reason for Submission: New****Previous PD Number:****Envir. Diff:****Acq Posn Category: A****Acq Career Level: 3****Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure: [ ] Public Financial****[ ] Supervisor [ ] Manager****Citation 1: USOPM PCS for GS-301, TS-34, 11/79****Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99****BUS Code: 7777 CL: 1500****Emergency Ess:****OPM Functions Code:****Status: Competitive****Subject to IA:****Mobilization:****Career Prg ID:****CAPL Number:****Acq Posn Type:****Acq Prog Ind:****Career Spec – Sec:****Mobility:****[ X ] Confidential Financial****[ X ] Neither**

**Acquisition Workforce Demo Project**  
**Position Requirements Document**

**I. Organization Information:** Position is located in the Program Executive of the Program Executive Office for Simulation, Training and Instrumentation (PEO STRI).

**II. Position Information:** PEO Strategic Integrator, NH-301-IV

**III. Duties:**

The incumbent is the expert advisor to and representative of the Program Executive Officer on outreach policies and procedures to accomplish missions and functions of PEO STRI. Responsible for developing and executing outreach strategies and plans that build partnerships and increase awareness of themes and messages directly supporting missions of PEO STRI. An expert knowledge of the PEO STRI mission, programs, functions, and its aims and objectives is necessary to carry out these functions successfully. The incumbent of this position will have complete access to PEO program status and plans and respond to DA inquiries, guidance, and direction regarding those programs.

1. Serves as the Headquarters, Department of the Army (HQDA) focal point and senior technical expert on current and emerging PEO STRI programs, business strategy and acquisition programs. As the Program Executive Officer's representative, the PEO Strategic Integrator is the principal source of acquisition and technical expertise on PEO STRI programs within the Pentagon. The PEO Strategic Integrator provides a consistent presence for PEO STRI senior leaders to relay issues, concerns, and perceptions to key stakeholders in Washington, DC. The incumbent develops strategic communications and outreach to the HQDA staff and to organizations external to HQDA. Physically located in Orlando, the incumbent serves as the bridge for institutional knowledge of programs and is readily accessible and responsive to HQDA personnel. The incumbent works closely with the organization's Department of the Army Systems Coordinator's (DASC) on program specific issues non-related to funding and provides information/issues for resolution.

2. As the PEO Strategic Integrator, ensures open lines of communication and understanding are preserved by establishing and maintaining close working relationships with HQDA staff, with specific focus on DA G-3, ASA(ALT) and DUSA-OR, among PMs and staff agencies, and assists in responses to inquiries. Assesses Program achievements and effectiveness of the organization in order to appraise the desirability of major

program changes. Assists in the preparation of required documentation for HQDA, OSD, OMB and Congress to support and defend PEO positions on material acquisition matters and specific PEO program matters. Assists DA staff in the development, coordination and promulgation of materiel acquisition policy and procedure that pertains to the PEO operations. Assists in preparing supporting documentation on the impact of policy, program and budget changes on the organization and its ability to perform life cycle management of the programs. Represents the PEO and associated PMs at various conferences and meetings, both formal and informal, with key and top officials of the Army and representatives from other activities/agencies to resolve different viewpoints regarding controversial issues and ensure concerted action by the involved parties.

3. Assists the PEO, DPEO, Executives, and Product/Project Managers in developing, managing, and executing strategic plans, operational concepts, policies, position papers, and briefings to support PEO STRI programs. Effective performance of assigned duties requires the highest order of judgment, initiative and sound knowledge of the policies of the Army and Department of Defense. The position also requires a thorough knowledge of PEO STRI programs, Army programs and issues, DoD organization and relationships with Congress, other agencies, industry and the public sector. The incumbent must have the ability to deal adeptly with a wide range of high-level government and private sector officials in a variety of environments.

4. Monitors Army materiel acquisition policy, program and budget issues impacting on the PEO. Analyzes trends, policies and actions at Congress, OSD, OMB, HQDA, other service headquarters and other DOD agencies for effect on the PEO. Takes action or recommends courses of action to the PEO or HQDA. Reports pertinent developments to the PEO. Reviews, evaluates and develops materiel acquisition issues pertaining to the PEO. Plans with the PEO and PMs program acquisition strategies. Maintains an understanding of the programs with emphasis on cost, schedule, and performance. Maintains awareness of the health of programs in order to communicate effectively and accurately with G-3, OSD, and Congressional staffers. Attends PM business reviews and other meetings that are of critical importance in keeping abreast of programs. Performs these actions to enable early identification of problem areas; to increase knowledge of programs by DA staff, OSD, and congressional staffers, and to provide a solution to problems as early as possible to limit impacts on cost, schedule, and performance.

Performs other duties as assigned.

### **Critical Acquisition Position**

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is "grandfathered" under 10 U.S.C. 1736©(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment.

### **III. Factors:**

Factor: 1. - Problem Solving

Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation

Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management

Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

#### **Security Clearance and Travel Requirements**

Incumbent must be able to obtain and maintain a Secret security clearance.

Frequent travel within the U.S./overseas by commercial aircraft is required.

#### **Knowledge, Skills and Abilities (KSAs) For Qualification Purposes.**

Ability to communicate orally and in writing.

Ability to plan and organize work.

Ability to gather, analyze, and present facts.

Ability to identify problems and develop innovative solutions.

Skill in interpersonal relationships.

Ability to advise others.

Ability to interpret and apply rules, regulations, and procedures.

Knowledge of the organizational and functional responsibilities and operations of the employing organization.

Ability to execute projects and/or studies within established financial and time constraints.

Ability to develop and utilize appropriate data collection techniques.

Ability to inspire, motivate, and guide others toward goal accomplishment.

Ability to lead and supervise.